



Board Agenda Item 36

DATE: January 10, 2017

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Maintenance Agreement with Cascade Software Systems

RECOMMENDED ACTION(S):

- 1. Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administrative Policy No. 34 under the “unusual or extraordinary circumstances” provision for the continued delivery of software support and maintenance services for the WIN-CAMS cost accounting system.**
- 2. Approve and authorize the Chairman to execute the agreement with Cascade Software Systems, Inc. to provide software support and maintenance services over an initial three-year term with two one year automatic extensions for a total of five years (\$307,468.45).**

Approval of the recommended actions will allow for continued maintenance and support services for the WIN-CAMS cost accounting software system. The current maintenance expires January 10, 2017. This system was specifically designed by Cascade Software Systems to accommodate the reporting requirements of the State Controller’s Annual Road Report as well as the operational needs of the public works agencies. It is the only system specifically designed to do so within the State of California.

ALTERNATIVE ACTION(S):

The Department purchased the software system in 2004 and annual maintenance is necessary. If the recommended actions were not approved, the purchase and implementation of a new software system would be an additional expense, therefore the Department feels there are no viable options.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

Cascade Software Systems Inc. has provided the WIN-CAMS software system and continued support and maintenance of the system for over a decade. The WIN-CAMS system was specifically designed by Cascade Software Systems to accommodate the reporting requirements of the Annual Road Report that is submitted to the State Controller’s Office. This system is the only one that is set up this way in the State of California and is currently being used by 43 of the 58 counties. If the Department were to change to another system, the conversion process would be costly and time consuming as this system is used for tracking project costs for all programs administered by the Department.

The County’s PeopleSoft Financial system currently does not meet the cost accounting reporting requirements of the State Controller’s Annual Road Report. The PeopleSoft system does not provide the level of detail in recording information to accommodate tracking of project costs including labor, equipment, invoices, overhead, and over/under applied variances by cost center that is required of the State Controller’s Office for reporting of

road construction and maintenance revenues and expenditures.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum cost of this agreement is \$307,468.45 over the five-year term of this agreement. Sufficient appropriations are included in the FY 2016-17 Public Works and Planning - Roads Org 4510 Adopted Budget.

DISCUSSION:

The Department of Public Works and Planning is responsible for reporting annually to the State Controller's Office the revenues by source and expenditures for all road related purposes. This reporting requires that records are maintained in a very detailed manner. The Department has utilized the WIN-CAMS cost accounting system provided by Cascade Software System Inc. for the past thirteen years. Cascade Software is experienced and knowledgeable in the specific reporting required and are very responsive to changes in reporting requirements as well as the needs of the Department. The system is also used to account for details to accommodate reporting for various grants, special revenue funds, and enterprise funds. The utilization of the County's PeopleSoft Financial System does not currently meet the cost accounting requirements essential to the preparation of the annual Road Report that is submitted to the State Controller's Office

In addition to the annual maintenance and upgrade fees, this agreement includes an annual maximum of \$25,000 for enhancements. The enhancements portion is included for modifications that may be needed to meet future reporting needs, updates to the interface with the PeopleSoft Financial System when upgrades are implemented and modifications necessary to improve efficiencies. Periodic modifications are made to the PeopleSoft Financial System that require modification to the WIN-CAMS interfaces for timekeeping, voucher, and deposits. The modifications must be completed and tested so as to not disrupt operations.

Enhancements may also be needed to accommodate updated reporting requirements for new funding sources for the Road Fund as well as changes in legislation. In addition, the Department continuously looks for ways to improve processes through the use of technology.

The agreement will be effective upon execution for an initial three year period and will automatically renew for two additional twelve-month periods unless either party provides notice of non-renewal at least 60 days prior to expiration of the then current term.

Purchasing and ISD have reviewed this item.

REFERENCE MATERIAL:

BAI #58 - June 17, 2003
BAI #51 - January 27, 2009
BAI #49 - January 10, 2012

ATTACHMENTS INCLUDED AND/OR ON FILE:

Suspension of Competition Acquisition Request
On file with Clerk - Agreement with Cascade Software Systems, Inc.

CAO ANALYST:

John Hays